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MEMORANDUM

To: Cabinet Secretaries
Agency Heads
Human Resource (HR) Executives

From: Gerina D. Whethers, Secretary 

Date: March 11, 2020 (UPDATED)

Re: **Executive Branch Travel Restrictions Due to COVID-19**

In response to the evolving situation regarding COVID-19, please be advised of the following travel restrictions for employees of the Executive Branch:

1. Only travel that is in-state and has been deemed mission critical by an Appointing Authority may proceed at this time.
2. Pre-paid, out-of-state mission critical travel may continue for employees who do not fall within the Centers for Disease Control (CDC) guidelines for travel restrictions (<http://www.cdc.gov/COVID-19>).
3. International travel is restricted until further notice.
4. All other travel must be postponed through the duration of the state of emergency or cancelled.

When considering pending requests for mission critical travel, agencies should exercise prudence and consider current Kentucky Department of Public Health guidance related to COVID-19, which can be found at <http://www.kycovid19.ky.gov>.

As a reminder, to the extent possible, meetings should be conducted via teleconference or video.

We appreciate your attention to this matter.